

2011 NOV 29 PM 2:15

X

Original

Amendment

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

**U.S. House of Representatives
112th Congress**

**EMPLOYEE
POST-TRAVEL DISCLOSURE FORM**

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips or similar events in connection with official duties. You need not disclose government-funded or political travel on this form, or travel that is unrelated to official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with clause 5 of House Rule 25, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make these forms publicly available as soon as possible after they are received. *Obtain the dollar amounts from the sponsor; if exact dollar amounts are unavailable, provide a good faith estimate.*

Name of Employee (print or type): Carrie Solomon

Name of Accompanying Family Member (if any): n/a

Relationship to Employee: ☐ Spouse ☐ Child ☐ Other (specify): _____

Date of Departure and Date of Return: November 17-19, 2011

Dates at Personal Expense: n/a

Itinerary (cities of departure – destination – return): Washington, DC - New York - Washington, DC

Sponsor(s) (who paid for the trip): The United Nations Foundation (UNF) and the Humpty Dumpty Institute (HDI)

Describe meetings and events attended (attach additional pages if necessary):
See attached agenda.

Attached to this form are EACH of the following (*signify "yes" for each item by checking the corresponding box*):

1. ☒ the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments;
2. ☒ the Privately-Sponsored Travel Approval Form completed by the employee; *and*
3. ☒ the Committee on Ethics letter approving my participation on this trip.

I represent that I participated in each of the activities reflected in the sponsor's agenda (*signify "yes" by checking box*): ☒

If not, explain: _____

TRAVEL EXPENSES:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	\$468.00	\$269.00	\$85.00
For accompanying family member:			

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For employee:		
For accompanying family member:		

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF EMPLOYEE:

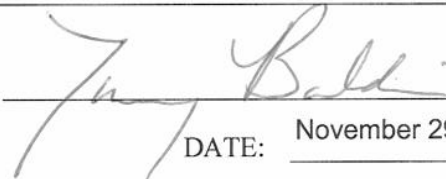


DATE: November 29, 2011

I authorized this travel in advance. I have determined that all of the expenses listed above were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Congresswoman Tammy Baldwin

SIGNATURE OF SUPERVISING MEMBER:



DATE: November 29, 2011

Version date 1/2011 by Committee on Ethics



THE
HUMPTY DUMPTY INSTITUTE
PUTTING THE PIECES BACK TOGETHER

AGENDA FOR:
The Humpty Dumpty Institute's
37th Staff Delegation to the United Nations

Thursday November 18, 2011

- 6:00 PM **Depart Washington DC, Delta Shuttle 5900**
 Location: Reagan National Airport
- 7:05 PM **Arrive in New York**
 Location: La Guardia Airport, Transportation will be provided to bring participants to the U.N. Millennium Hotel
 Location: One United Nations Plaza, 44th Street, New York, NY 10017

Friday November 18, 2011

- 8:00 AM **Working Breakfast Meeting at United States Mission to the United Nations**
 Briefing with Ambassador Rosemary DiCarlo on the U.S. Children's Health Perspective to the United Nations
 Location: United States Mission to the United Nations
 799 United Nations Plaza, New York, NY 10017
- 9:15 AM **Briefing – Millennium Development Goals Related to Children's Health - Ms. Eva Busza, Director, Strategic Planning Unit, Executive Office of the Secretary-General**
 Location: United Nations Headquarters, Conference Room A
- 9:45 AM **Briefing – Key Issues Plaguing International Children's Health - UNICEF**
 Location: United Nations Headquarters, Conference Room A
- 10:45 AM 15 Minute Break
- 11:00 AM **Briefing – Vaccinations Role in International Children's Health - UNICEF**
 Location: United Nations Headquarters, Conference Room A
- 12:15 PM **Private United Nations Tour**
- 1:15 PM **Working Lunch with Various U.N. Ambassadors and U.N. Diplomats**
 Location: United Nations Private Delegates Dining Room 123
- 2:30 PM **Transport to LGA Airport from Millennium U.N. Plaza Hotel**
- 3:45 PM **Delta Shuttle back to Washington, DC**

POC Candice Enriquez 202-316-5918 Joseph Merante 646-388-2622

Jo Bonner, Alabama
Chairman
Linda T. Sánchez, California
Ranking Member

Michael T. McCaul, Texas
K. Michael Conaway, Texas
Charles W. Dent, Pennsylvania
Gregg Harper, Mississippi

John A. Yarmuth, Kentucky
Donna F. Edwards, Maryland
Pedro R. Pierluisi, Puerto Rico
Joe Courtney, Connecticut



ONE HUNDRED TWELFTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

November 10, 2011

Daniel A. Schwager
Staff Director and Chief Counsel

Joanne White
Administrative Staff Director

Kelle A. Strickland
Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

Ms. Carrie Solomon
Office of the Honorable Tammy Baldwin
2446 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Solonion:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New York, New York, scheduled for November 17 to 18, 2011, sponsored by the Humpty Dumpty Institute and the United Nations Foundation.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$350 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Jo Bonner
Chairman

Linda T. Sánchez
Ranking Member

JB/LTS:re

U.S. House of Representatives
Committee on Ethics

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM
For Members, Officers, and Employees

RECEIVED

2011 NOV -1 PM 12:06

COMMITTEE ON ETHICS

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Carrie Solomon

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of Signatory (if other than traveler): _____

For staff, name of employing Member/Committee: Rep. Tammy Baldwin

Office address: 2446 Rayburn House Office Building

Phone number: (202) 225-2906

Email address of contact person: _____

☐ Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

NOTE: You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)

U.S. House of Representatives
Committee on Ethics

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM

1. Name of Traveler: Carrie Solomon
2. Sponsor(s) (who will be paying for the trip): The United Nations Foundation (UNF)
and the Humpty Dumpty Institute (HDI)
3. Travel destination(s): New York, NY
4. a. Date of Departure and Date of Return: 11/17/11-11/18/11
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No
b. If yes, name of accompanying family member: _____
c. Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☐ Yes ☒ No
b. If yes, check one of the following: ☒ N/A – Sponsor checked 9(a) or 9(b)
(1) Approval for one-night's lodging and meals is being requested: ☐ or
(2) Approval for two-nights' lodging and meals is being requested: ☐
If "(2)" is checked, explain why the second night is warranted: _____
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): ☒
8. Explain why participation in the trip is connected to your individual official or representational duties:
I am Rep. Baldwin's legislative assistant who handles health care, and I staff her on the Energy and Commerce Committee's
Committee's Subcommittee on Health. This trip will provide an opportunity to better understand global health initiatives.

9. **FOR STAFF:**
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: Nov. 1, 2011

James Baldwin
Signature of Employing Member

NOTE: This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

U.S. House of Representatives
Committee on Ethics

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers or employees under House Rule XXV, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer or employee, who will then forward it to the Committee. The trip sponsor should NOT submit the form directly to the Committee.

Private sponsors are urged to submit this form to each House invitee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. Before completing this form, sponsors are urged to carefully review the Committee's private travel guidelines and advisory memoranda detailing the rules and restrictions for private travel, as well as the instructions for completing this form. Sponsors should call the Committee with any questions prior to submitting the form. Please type form.

1. Sponsor(s) (who will be paying for the trip): The United Nations Foundation (UNF) and The Humpty Dumpty Insitutute (HDI)
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (signify "yes" by checking box): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (signify "yes" by checking box): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): Please see attached list
6. Dates of travel: November 17 - 18, 2011
7. Cities of departure - destination - return: Washington D.C. - New York - Washington D.C.
8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (signify "yes" by checking box): ☒
9. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a federally registered lobbyist or registered foreign agent: ☒ or
 - c. The trip is for attendance at a one-day event and lobbyist involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
 - a. One-night's lodging and meals are being offered: ☒ or
 - b. Two-nights' lodging and meals are being offered: ☐If "b" is checked, explain why the second night is warranted: _____

11. If the trip is not sponsored by an institution of higher education, I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*signify "yes" by checking box*): ☒
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the role of each sponsor in organizing and conducting the trip: HDI's role will be conducting the
program from start to finish with the assistance of UNF. HDI is located near the United Nations Headquarters in New York. UNF has
given HDI a grant for this program and has been involved in the planning and undertaking of the trip, including invitations and logistics.
13. Describe each sponsor's organizational interest in the purpose of the trip: HDI works to foster dialogue between
the U.S. Congress and the United Nations. UNF is a sponsor and involved in all aspects of
the United Nations Programing.
14. Describe the type and class of the transportation being provided. Indicate whether coach, business-class or first-class transportation will be provided. In addition, for travel via aircraft, please indicate if travel is being offered on a commercial flight, chartered flight or on an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire (*i.e.*, a private aircraft). If first-class fare is being provided, or if travel is via chartered or private aircraft, please provide an explanation describing why such travel is warranted: _____
Participants will travel coach class air or train shuttle between Washington D.C. and New York.
15. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*signify "yes" by checking box*): ☒
16. I represent that either (*check one of the following*):
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ *or*
- b. The trip involves events that are arranged or organized *specifically with regard* to congressional participation: ☒
- If "b" is checked, detail the cost per day of meals (approximate cost may be provided): _____
One breakfast and one lunch will be provided, total cost about \$85.
17. Reason for selecting the location of the event or trip: The United Nations Headquarters is located in New York.
18. Name of hotel or other lodging facility: The Millennium U.N. Plaza Hotel
19. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$289 per night
20. Reason(s) for selecting hotel or other lodging facility: Proximity to the United Nations

21. TOTAL EXPENSES FOR EACH PARTICIPANT

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$550 (includes taxi)	\$289	\$85
For each accompanying family member			

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying family member		

22. I represent that reimbursement for miscellaneous travel expenses for the trip, such as travel to and from airports, security costs, interpreter fees, visa application fees, and similar expenses, will be for actual costs incurred and are necessary for the purpose of the trip (signify "yes" by checking box) ☒

23. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:

Name and title:

Organization:

Address:

Telephone number:

Fax number:

E-mail Address:

 
Peter Yeo, Vice President of Public Policy (UNF), Joseph Merante, Executive Director (HDI)

United Nations Foundation, The Humpty Dumpty Institute

UNF 1800 Massachusetts Ave, NW Suite 500 Washington D.C., HDI 29 West 46st NY NY 10036

UNF: 202-462-4900 HDI: 212- 944 - 7111

UNF: 202-887-9021 HDI: 212-991-6413

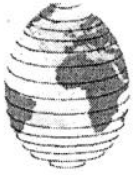
candice.enriquez@thehdi.org, joe.merante@thehdi.org

The Committee staff may contact the above individual above if additional information is required

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)

Consolidated 2/11 by Committee on Ethics



THE
HUMPTY DUMPTY INSTITUTE
PUTTING THE PIECES BACK TOGETHER

AGENDA FOR:
**The Humpty Dumpty Institute's
37th Staff Delegation to the United Nations**

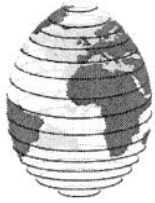
Thursday November 18, 2011

- 6:00 PM **Depart Washington DC, Delta Shuttle 5900**
Location: Reagan National Airport
- 7:05 PM **Arrive in New York**
Location: La Guardia Airport, Transportation will be provided to bring participants to the U.N. Millennium Hotel
Location: One United Nations Plaza, 44th Street, New York, NY 10017

Friday November 18, 2011

- 8:00 AM **Working Breakfast Meeting at United States Mission to the United Nations
Briefing with Ambassador Rosemary DiCarlo on the U.S. Children's Health
Perspective to the United Nations**
*Location: United States Mission to the United Nations
799 United Nations Plaza, New York, NY 10017*
- 9:15 AM **Briefing – Millennium Development Goals Related to Children's Health - Ms.
Eva Busza, Director, Strategic Planning Unit, Executive Office of the
Secretary-General**
Location: United Nations Headquarters, Conference Room A
- 9:45 AM **Briefing – Key Issues Plaguing International Children's Health - UNICEF**
Location: United Nations Headquarters, Conference Room A
- 10:45 AM 15 Minute Break
- 11:00 AM **Briefing – Vaccinations Role in International Children's Health - UNICEF**
Location: United Nations Headquarters, Conference Room A
- 12:15 PM **Private United Nations Tour**
- 1:15 PM **Working Lunch with Various U.N. Ambassadors and U.N. Diplomats**
Location: United Nations Private Delegates Dining Room 123
- 2:30 PM **Transport to LGA Airport from Millennium U.N. Plaza Hotel**
- 3:45 PM **Delta Shuttle back to Washington, DC**

POC Candice Enriquez 202-316-5918 Joseph Merante 646-388-2622

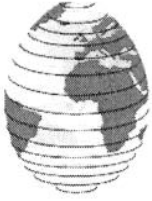


THE
HUMPTY DUMPTY INSTITUTE
PUTTING THE PIECES BACK TOGETHER

**The Humpty Dumpty Institute's
37th Congressional Staff Delegation to the United Nations
November 18, 2011**

Participant List

1. Ms. Anne Oswalt, Health Care Legislative Assistant, Senator Bob Corker (R-TN)
2. Ms. Kiersten Powers, Legislative Aid, Senator Inhofe (R-OK)
3. Mr. Peter Gwynn-Sackson, Health Care Legislative Aide, Senator Mary Landrieu (D-CA)
4. Mr. Joel Colony, Legislative Aid, Senator Jeanne Shaheen (D-NH)
5. Ms. Mary-Sumpter Lapinski, Legislative Advisor, Senator Lamar Alexander (R-TN)
6. Ms. Emily Mendrala, Senate Foreign Relations Committee Staff
7. Ms. Kara Spencer, Health Care Legislative Aide, Representative Mike McIntyre (D-NC)
8. Ms. Nora Matus, Chief of Staff, Representative Lynn Woosley (D-CA)
9. Ms. Adrienne Elrod, Chief of Staff, Representative Loretta Sanchez (D-CA)
10. Mr. Jonathan Rucks, Senior Policy Advisory, Representative Jan Schaowsky (D-IL)
11. Mr. Hunter Ridgway, Chief of Staff, Representative John Olver (D-MA)
12. Ms. Gayle Reuter, Legislative Aid, Representative Jim Moran (D-VA)
13. Mr. Zach Cafritz, Legislative Aid, Representative Jim Moran (D-VA)
14. Ms. Erica Powel, Legislative Assistant, Representative André Carson (D-IN)
15. Ms. Gail Gardner, Foreign Affairs Legislative Advisor, Representative Ken Calvert (R-CA)
16. Mr. Sean O' Brien, Chief of Staff, Representative Mike Quigley (D-IL)
17. Ms. Carrie Soloman, Legislative Advisor, Representative Tammy Baldwin (D-WI)



THE
HUMPTY DUMPTY INSTITUTE
PUTTING THE PIECES BACK TOGETHER

CHAIRMAN

William J. Rouhana, Jr.

DIRECTORS

Walter Arbib
Esther Coopersmith
Ralph L. Cwerman
Mark L. Epstein
Hon. Benjamin A. Gilman
Peter Grossman
Chris Mitchell
Richard Sneider
Jay Snyder

CO-CHAIRMEN EMERITUS

Constance J. Milstein
Michael W. Sonnenfeldt

EX-OFFICIO

Amir Dossal

PRESIDENT

Ralph L. Cwerman

CONGRESSIONAL ADVISORY BOARD

Sen. Mary Landrieu (LA)
Rep. Shelley Berkley (NV)
Rep. Madeline Bordallo (GUAM)
Rep. Michael Capuano (MA)
Rep. André Carson (IN)
Rep. Judy Chu (CA)
Rep. Jim Clyburn (SC)
Rep. Joseph Crowley (NY)
Rep. Al Green (TX)
Rep. Raul Grijalva (AZ)
Rep. Jim Himes (CT)
Rep. Michael Honda (CA)
Rep. Eddie Bernice Johnson (TX)
Rep. Barbara Lee (CA)
Rep. Nita Lowey (NY)
Rep. Carolyn Maloney (NY)
Rep. Betty McCollum (MN)
Rep. Jim McDermott (WA)
Rep. Gregory Meeks (NY)
Rep. Grace Napolitano (CA)
Rep. Donald Payne (NJ)
Rep. Pedro Pierluisi (PR)
Rep. Laura Richardson (CA)
Rep. Adam Schiff (CA)
Rep. Albio Sires (NJ)
Rep. Maxine Waters (CA)

HDI SPOKESPERSON

Mary Wilson of the Supremes

October 21, 2011

Ms. Carrie Solomon
Health Care Legislative Advisor
Representative Tammy Baldwin
United States Congress
2446 Rayburn House Office Building
Washington, DC 20510

Dear Ms. Solomon:

I am pleased to invite you to attend the Humpty Dumpty Institute's 37th Congressional Staff Delegation to the United Nations on November 18, 2011. The focus of this trip will be on international children's health. We will have briefings by senior U.N. officials from United Nations Children's Fund, the United Nations Development Program, and the U.N. Secretariat. Arrival would be the evening of Thursday, November 17 and you would be able to take a 3:30PM or latter shuttle back to Washington on Friday November 18.

HDI is a 501(c)3 organization dedicated to fostering dialogue between the United States and the United Nations. We identify areas of common interest between the U.S. and the U.N. and design innovative forums for discussion. During the past ten years we have had nearly 500 U.S. Congressional Members, Senators and Staff participate in our programs.

HDI does not engage in lobbying activities and is nonpartisan and nonideological; we regularly receive House Ethics Committee approval for our Congressional programs. HDI would be pleased to cover all costs associated with the delegation and we will obtain the appropriate Ethics Committee clearances.

We hope you will be able to join us.

Please R.S.V.P. to Candice Enriquez, HDI's Program Manager by October 27 at 212-944-7111 or Candice.Enriquez@thehdi.org. Ethics paperwork must be filed no later than November 1.

Sincerely,

Joseph Merante
Executive Director